



Mike Satterfield
Fire Chief

NEWTON COUNTY FIRE SERVICE

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EMERGENCY 911



Annual and Change of Occupancy Process

I. Annual Inspections

The Newton County Fire Marshal's Office conducts annual inspections on all businesses operating inside Newton County. In order to accomplish this, we check all existing fire protection systems, fire/smoke walls and doors, electrical panels and hazards, fire exits and general interior and exterior conditions. All conditions must be satisfied by our inspector prior to passing an annual inspection. We inspect these items to insure your life safety. Your life safety is our goal. (Fee schedule-B)

II. Change of Occupancy

Any request to establish a new business in an existing building must contact our office to schedule an inspection. Call Lt. Stapp at 678-625-5018 to set up a site visit. Allow 24-48 hours advance notice for scheduling. (Fee schedule- A)

III. New Construction

Any request to establish new construction in Newton County, submitting plans for review and all inspections for new construction (follow attached section for [New Construction Inspection Process](#)) see Fee Schedule-C.

The Newton County Board of Commission will implement a fee schedule for the Newton County Fire Marshal's Office. The fees will be collected by the Newton County Planning and Development Department at the time you pick up your Fire Marshal's Certificate of Completion and your Certificate of Occupancy that will be issued by Newton County Planning and Development.